

SECRETARY II (005-04)

SALARY: \$30,929.60 - \$41,662.40, annually plus liberal fringe benefits

THE POSITION

This is varied and responsible secretarial work of considerable difficulty for a major bureau manager.

Employees in this class are responsible for performing general secretarial duties that may vary from department to department in order to relieve a major bureau manager of administrative details. Work requires the exercise of initiative, independent judgment, and discretion in planning, initiating, and carrying to completion a variety of secretarial and clerical duties including composing and typing correspondence, delegating tasks to others on behalf of the manager, taking minutes of staff and other meetings, and interpreting policies and procedures. Work is distinguished from that of the Secretary I classification based on the level of manager supported and by one or more of the following factors: greater participation in the management of an office, the variety and complexity of work, the extent of external and internal contacts and responsibility for coordination of work, the level of independent judgment and discretion exercised, and the broader knowledge of department/city operations required for successful performance. Employees utilize a personal computer to perform word processing, electronic calendaring, e-mail communications, and spreadsheet applications.

NOTE: The duties of this position will include all of those duties set forth in the official description.

THE REQUIREMENTS

1. Have successfully graduated from a standard high school or possess a G.E.D. from a recognized issuing agency, including or supplemented by courses in secretarial science.
2. Have at least three (3) years secretarial experience, which included taking and transcribing dictation using either shorthand or voice recordings, including formal training or work experience using word processing software.
3. Be able to type at least 45 w.p.m. net.
4. Some positions in this class may require the ability to take and transcribe verbal dictation in shorthand at 80 w.p.m.

THE EXAMINATION

Depending on the number of applicants and the quality of their education and experience, the examination may consist of one or more of the following tests: Evaluation of Training and Experience, Oral Interview, Written Examination, or other assessment method. Applicants must attain a minimum score of 70 in each part of the examination in order to qualify. All successful applicants will be required to pass a medical examination, including drug screening, prior to appointment.

NOTE: If the position warrants, candidates may be required to successfully pass a background investigation which includes a polygraph examination prior to employment.

NOTE: ALL APPLICANTS MUST COMPLETE A STANDARD EMPLOYMENT APPLICATION AND SUPPLEMENTAL QUESTIONNAIRE.

HOW TO APPLY

Application forms should be filled out completely and should clearly show that the minimum qualifications are met. Eligibility for hire may be based on a rating of the application; therefore, completeness and accuracy are of the utmost importance. Official City of Fort Lauderdale applications will be accepted and received at the Department of Human Resources, City Hall, 100 North Andrews Avenue – 3rd Floor, Fort Lauderdale, Florida, open continuously until a sufficient number of applications have been received.

CITY OF FORT LAUDERDALE
Supplemental Employment Questionnaire
for Secretary II (005-04)

This application supplement is an integral part of the application process and must be completed together with the formal employment application in order for you to be considered as an applicant. The following questions are being asked to provide you the opportunity to provide detailed information related to your experience in areas relevant to the position. Answer each question thoroughly as your responses will be rated as to how they relate to the position to be filled. ***Use additional pages to provide your responses.***

1. Do you have experience taking and transcribing dictation? ☐ Yes ☐ No

- If "Yes", experience using: Shorthand _____ years.
Voice recordings _____ years.

2. Can you type at least 45 w.p.m. net? Yes ☐ No ☐

- I can type _____ w.p.m.

3. What type of word processing software do you have experience using?

4. Other computer experience:

My signature affirms that all information contained in this supplemental questionnaire is true to the best of my knowledge and that I understand that any misstatement of fact may result in disqualification or dismissal.

Signature: _____ Date: _____

(SIGNATURE NOT REQUIRED IF ATTACHED TO EMPLOYMENT APPLICATION AND SUBMITTED ELECTRONICALLY TO THE CITY'S ON-LINE APPLICATION WEB SITE.)